

Case Management

CM / ECF

Electronic Case Files

Attorney User Manual

Revised May 31, 2006

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Introduction

Within this manual, you will find everything you need to know about using the Case Management/ Electronic Case Filing system (CM/ECF). This manual provides basic instruction on how to use the ECF portion of CM/ECF to file documents with the Court, or to view and retrieve docket sheets and documents for all cases assigned to this system. The following definitions are used throughout this User Manual:

A. “Electronic Filing System” refers to the Court’s automated system that receives and stores documents filed in electronic form. The program is part of the CM/ECF (Case Management/Electronic Case Files) software, which was developed for the Federal Judiciary by the Administrative Office of the United States Courts.

B. “Filing User” is an individual who has a court-issued login and password to file documents electronically.

C. “Notice of Electronic Filing” NEF is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and an electronic link (hyperlink) to the filed document which allows recipients to retrieve the document automatically.

D. “PACER” (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court docket information over the Internet.

E. “PDF” refers to Portable Document Format. A document file created with a word-processor, or a paper document, which has been scanned, must be converted to portable document format to be filed electronically with the Court. Converted files contain the extension “.pdf”.

G. “Technical Failure” is defined as a malfunction of court owned/leased hardware, software, and/or telecommunications facility which results in the inability of a Filing User to submit a filing electronically. “Technical Failure” does not include the malfunctioning of a Filing User’s equipment.

H. “Event” is defined as anything that has been filed in a case.

What You Can Do With ECF

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere they have access to the internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also provides the following benefits:

- 24-hour access to filed documents over the internet
- Automatic e-mail notice of case activity
- The ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents (so files are not misplaced)
- Potential reduction in courier fees

What You Will Need

In order to file electronically and/or view and retrieve case documents, you will need the following:

1. A personal computer with a standard operating system such as Windows or Macintosh;
2. Internet access;
3. Internet Browser. The system has been certified with Netscape and Internet Explorer;
4. Software to convert documents from word-processor to portable document format (PDF) – the only file format ECF will accept;
5. A scanner to convert documents that are not on your word-processor;
6. A PACER account if you want to access case docket information or do more than take your one and only free peek at a filed document;
7. An ECF login and password to file electronically.

Who To Call For Help

If you can't get into the system, if your viewer won't view, if your filer won't file, if your computer bites the hand that feeds it, call the Court's Help Desk between the hours of 8:30 AM and 5:00 PM, Monday through Friday, at 401-752-7100.

User's Manual

You as a filing user can download or view the most recent version of this CM/ECF Users Manual as a PDF file, from the District Court's web page. Simply open your browser and type the following into the address bar:

<http://www.rid.uscourts.gov> When the web page opens, click on the CM/ECF link and look for Training Materials.

Opening a Pacer Account

You must have a PACER account and login to use the Query and Report features of the ECF system. If you don't have a PACER account and login, contact the PACER Service Center. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account or you may register for PACER online at <http://pacer.psc.uscourts.gov>. PACER registration is FREE and accessing documents (after the first free look) or pulling up a docket sheet costs 8¢ per page (maximum of \$2.40 per document). But if you don't reach \$10.00 in a year, you won't even be billed.

How To Get Access to ECF

Attorneys in good standing in the District of Rhode Island may obtain access to ECF by registering with the Court to receive a login and password for the CM/ECF system. Registration forms can be found on our web site at www.rid.uscourts.gov (click on the CM/ECF link). (It can also be found at the end of this manual.) Completed registration forms should be returned by mail to:

United States District Court
District of Rhode Island
Attn: ECF Attorney Registration
1 Exchange Terrace
Providence, RI 02903

- Once your account has been established, a login and password will be e-mailed to you. To activate your account, simply reply to the e-mail. Now you will be ready to receive electronic notices and/or file.
- You can visit our web site at www.rid.uscourts.gov and click on the CM/ECF link under Training Materials to access the Electronic Case Filing Training Modules (Computer Based Training) to practice ECF actions.
- ***It is strongly recommended you*** attend a training session and that you practice in the Computer Based Training before attending a training session.

NOTE: If you're working on a Social Security case you must have an ECF login and password, a PACER account AND you must be an attorney of record. In accordance

with The Judicial Conference Privacy Policy on Public Access to Electronic Case Files information contained in Social Security Cases is restricted to court users and counsel of record. (<http://www.privacy.uscourts.gov/>)

Preparing to File With ECF

How to Convert Documents to PDF Format

Only PDF (Portable Document Format) documents can be filed with the Court using the ECF system. To convert your document to the PDF format special software is required, such as Adobe Acrobat Writer or FinePrint pdfFactory, unless you're using WordPerfect versions 9, 10 or 11. These versions have a built-in feature that can produce PDF documents directly.

1. Install Acrobat Writer or Fine Print pdfFactory on your computer. (Follow the instructions provided by the manufacturer.)
2. Open the document to be converted in your word-processor.
3. Select the Print option – usually found in the File menu. A dialog box will come up. Select the option to change the current printer. A drop down menu with a list of printer choices should be displayed. *(NOTE: If you're using WordPerfect, you can choose "Publish to PDF" rather than print, and follow the directions.)*
4. Select Adobe PDFWriter, or FinePrint pdfFactory, from within your word-processing software. *(In order for Adobe PDFWriter or pdfFactory to appear you must already have them installed on your computer. See Step 1.)*
5. "Print" the file. The file will not actually print. Instead a dialog box will pop up allowing you to save the file as a PDF file. *Note: Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the "Save in" area of the window.*
6. Name the file, make sure it ends with ".PDF" and click the **[Save]** button. If you're using a standard word-processing program (Word or WordPerfect), all of the above steps should work for you. If you're using some other word-processor, the printer selection option may be found somewhere else. Once you find it, change the printer to Adobe PDFWriter, and follow the directions above.

Entering the ECF System

This section of the User Manual provides instructions for entering the Electronic Case Filing (ECF) system. You may enter the ECF system by going to the Court's web page at <http://www.rid.uscourts.gov> and clicking on the CM/ECF hyperlink. See Figure 1.

Figure 1



**Welcome to the
United States District Court
District of Rhode Island**

Wednesday, May 31, 2006

Home Site Search Site Map

Court Bulletin Board

ADR

Attorney Admissions

Court Calendars

Clerk's Office

Contact Information

Employment Opportunities

Forms

General Information

Historical Information

Interpreter Services

Juror Information

Opinions

PACER

Related Links

Rules and Procedures

NEW!
Click here for:
CM/ECF

Station Fire Cases

Local Rules
(Effective 1/1/2006)

Vintage Postcard of the Courthouse circa. 1908
Click postcard for **Brief History of the Courthouse**
Summary from Historic Building Preservation Plan by Ann Beha
Associates

ERNEST C. TORRES
CHIEF JUDGE

DAVID A. DIMARZIO
CLERK OF COURT

Welcome to Rhode Island!
This is the official Internet site for the United States District Court for the District of Rhode Island. We hope this public service will assist you in accessing court-related information.

Mission Statement
The mission of the U.S. District Court for the District of Rhode Island is to provide an impartial and accessible forum for the just, timely and economical resolution of legal disputes within the jurisdiction of the Court, to protect individual rights and liberties, to preserve judicial independence, and to promote public trust and confidence in the judicial system.

Disclaimer
This web site may contain hypertext links to information created and maintained by other public and private organizations. These links are provided for the user's convenience. While the information may be valuable, the U.S. District Court for the District of Rhode Island does not control or guarantee the accuracy, relevance, timeliness, or completeness of this outside information. Further, the inclusion of links to external sources is not intended to reflect their importance, nor is it intended to endorse any views expressed, or products or services offered, on these outside sites, or the organizations sponsoring the sites.

Judicial Officers
District Judges
[Ernest C. Torres, Chief Judge](#)
[Mary M. Lisi](#)
[William E. Smith](#)

After clicking on the **CM/ECF** link, a new screen opens providing the user with several choices for using ECF. From the **Case Management/Electronic Case Filing** page, select **To file with ECF Login** (shown in Figure 2) to enter the live ECF system. The screen depicted in Figure 2 also contains hyperlinks to the ECF General Information, ECF Training and Training Materials.

Figure 2

The screenshot shows the homepage for the United States District Court District of Rhode Island's Case Management/Electronic Case Filing system. At the top, there is a header with the court's name, a date stamp for Monday, May 8, 2006, and navigation buttons for Home, Site Search, and Site Map. Below the header, a central banner reads "Case Management/Electronic Case Filing" with a graphic of a computer monitor and papers. To the left of the banner is a vertical menu of blue buttons for various court services. To the right is a column of yellow buttons for ECF-related actions. At the bottom, there are two sections for login and query links.

**Welcome to the
United States District Court
District of Rhode Island**

Monday, May 8, 2006

Home Site Search Site Map

Court Bulletin Board

Case Management/Electronic Case Filing

General Information for Electronic Case Filing

Training for Electronic Case Filing

Training Materials

ECF Registration

To File With ECF Login
Go To:
ecf.rid.uscourts.gov

To Query Using Pacer
Go To:
pacer.rid.uscourts.gov

ADR

Attorney Admissions

Court Calendars

Clerk's Office

Contact Information

Employment Opportunities

Forms

General Information

Historical Information

Interpreter Services

Juror Information

Opinions

PACER

Related Links

Rules and Procedures

Begin Electronic Case Filing

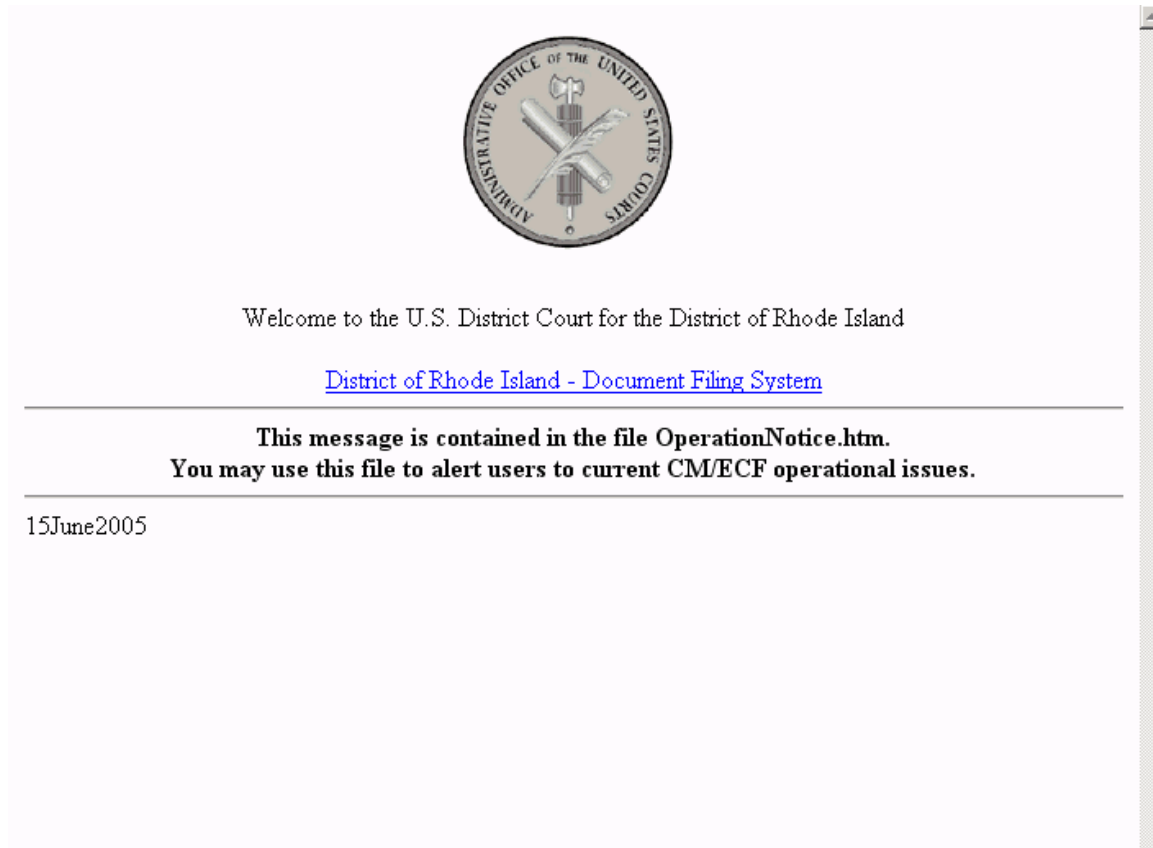
After you have selected **Begin Electronic Case Filing**, the ECF *Welcome* screen appears as depicted in Figure 3.

Alternatively, Filing Users may enter the ECF system directly by typing the following URL into the location field of their ECF-compatible web browser.

<https://ecf.rid.uscourts.gov/>

This URL connects you directly to the Court's ECF screen depicted in Figure 3. Point and click on the **District of Rhode Island-Document Filing System** hyperlink to open the login screen and log into ECF.

Figure 3



Logging In

You should have already received a login and password when you registered for electronic filing. If you have not been contacted by the Clerk's Office with a login and password, you are not yet officially registered in ECF. Please contact the Help Desk for assistance. Figure 4 depicts the login screen.

Figure 4

Logging In

This is the login screen.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (866) 676-6858 or (202) 501-6440.

An access fee of \$07 per page, as approved by the Judicial Conference of the United States, at 4:30 September 1998 session, will be assessed for access. If this session, all inquiries will be charged to your PACER account if you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty-two alphanumeric characters long.

Authentication:
Login:
Password:
Client code:

CM/ECF has been tested and works correctly with Netscape 4.0x and 4.7x, and Internet Explorer 5.5

Enter your ECF Login and Password in the appropriate fields. *All ECF login names and passwords are case sensitive.* The "client code" is a PACER method of tracking transactions by client. Enter it if you like, but it's not necessary for ECF purposes.

Note: Use your ECF login and password if you are entering ECF to file a pleading or to maintain your account. If you wish to query the database for case information or view a document, enter your PACER login and password. You're not sure which you're going to do? Not to worry. If you cross into PACER territory (for which there is a nominal fee), the system will ask for your PACER login and password anyway.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login, password and client code information, click on the **[Login]** button to transmit your user information to the ECF system.


- If the ECF system does not recognize your login and password, it will display the following error message on the screen:


Login failed either your login name or key is incorrect.

- Click on the browser **[Back]** button and re-enter your correct login and password.

After ECF accepts your login and password, your monitor will display the Main ECF screen with a **Blue** functional selection menu bar at the top. See Figure 5.

Figure 5

Civil • Criminal • Query • Reports • Utilities • Logout



**U.S. District Court
District of Rhode Island**

Official Court Electronic Document Filing System

**This message is contained in the file OperationNotice.htm.
You may use this file to alert users to current CM/ECF operational issues.**

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court for the District of Rhode Island Electronic Document Filing System. This page is for the use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the Netscape/PDF Settings option listed below.

You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's [frame](#) capability for new navigation tips.

[Netscape/PDF Settings](#)

Last login: 09-30-2005 08:43

10December2003

PACER offers a client code option as you log into PACER. Client codes are thirty-two character text fields provided for tracking charges. The quarterly statement will only include the total amount due. However, the detailed transactions with client codes are available on the PACER web site or through a statement email service. A client code will not appear on the bill unless it is entered at the time of the transaction. Because the client code feature is optional, usage must be enforced within your office. Enter your client's name, law office file number or some distinctive code that will allow you to track transactions by client.

The **Review Transaction History** option on the [Account Information](#) page at the PACER site provides an option to sort and total your transactions by client code. These transactions are updated by the 15th of each month.

The PACER Service Center also offers a statement email service. You can sign up to receive an email notification with a copy of the statement each quarter. The email can be sent to multiple email addresses and will include transaction detail. The statement received by email will be in PDF format. You will need Adobe Acrobat Reader to view the statement. You can use this service even if you have a balance less than \$10. You will not receive an email if you do not have any PACER usage during the quarter. Sign up for this service in the [Account Information](#) section of the PACER web site. There is a charge of .08 per page for viewing, printing and/or downloading case dockets and documents. The maximum amount you will be charged is \$2.40 or 30 pages viewed, printed or downloaded.

Note: The date and time *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login. If you believe the date and time of your last login are not correct, or you suspect an unauthorized party is using your login and password, telephone the Court's Help Desk (401) 752-7100 with this information as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the **Blue** menu bar at the top of the opening screen.

Civil - Select **Civil** to electronically file all civil and miscellaneous case documents, motions, and other court documents. If filing in a miscellaneous case be sure to select "mc" as the case type.

Criminal - Select **Criminal** to electronically file all criminal case documents, motions, and other criminal court documents.

Query - **Query** ECF by specific case number or party name to retrieve information and documents that are relevant to the case. The system will prompt you to log into **PACER** before you can query ECF.

Reports - Choose **Reports** to retrieve cases-filed reports and docket sheets. The system will prompt you to log into **PACER** before you can view an ECF report.

Utilities - View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.

Logout - Provides the means to gracefully exit from ECF.

Navigating the System

Each screen has the following two buttons:

[Next]Or [Submit] accepts the entry just made and displays the next entry screen, if any.

[Clear] clears all characters entered in the box(es) on that screen.

Correcting a Mistake

Use the **[Back]** button on the browser toolbar to retrieve the previous screen to correct data entry errors. *You may use the [Back] button of your browser to correct data entry until you see the “Attention” warning message. Once you click on the [next] button after seeing this message you will have no further opportunity to go back and correct any mistakes.* Only the Clerk’s Office can make changes or corrections to documents that have already been transmitted to the Court.

Civil Events Menu

Registered Filing Users will use the Civil Events feature of ECF to electronically file and docket with the Court a variety of documents, motions, and other documents for civil cases. To access the Civil Events menu, simply click on Civil in the blue menu bar.



Filing a Civil Complaint

The Court will only accept complaints and Civil Cover Sheets (JS-44) sent by U.S. Mail or delivered in person to the Clerk's Office. A check or money order in the amount of the filing fee must accompany the complaint before the case will be assigned a case number and filed stamped

Filing Documents for Civil Cases

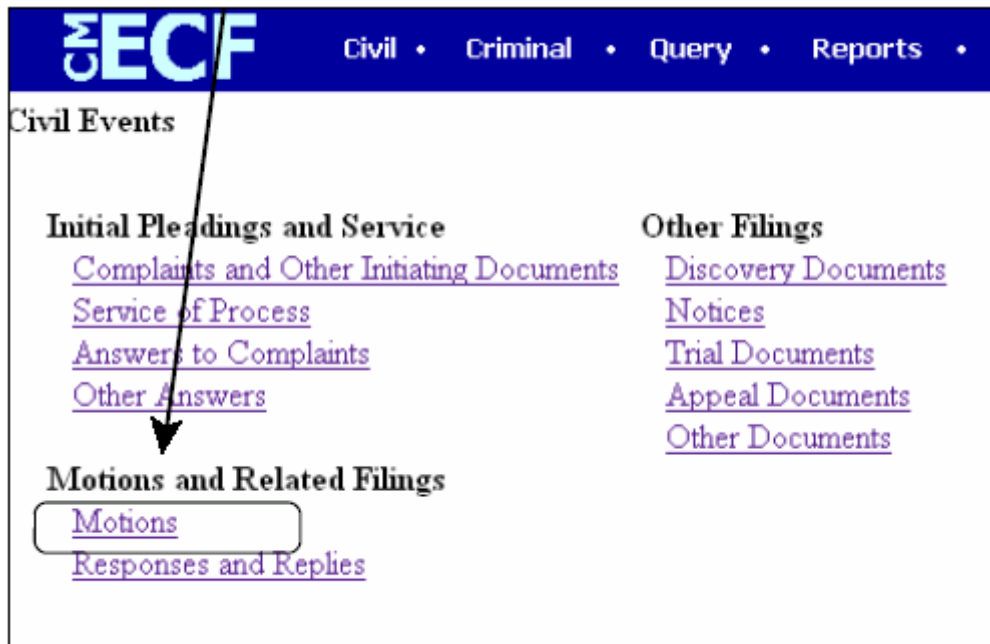
There are nine basic steps for filing a document and/or document in ECF:

After *successfully* logging into ECF follow these steps:

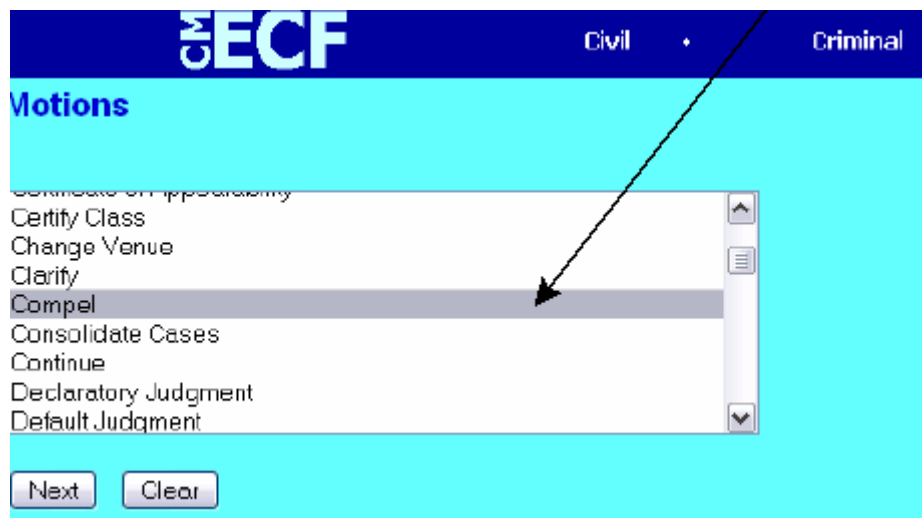
NOTE: Regardless of what documents you are filing Civil or Criminal, the process is similar.



1. **Selecting the case type:** Select Civil from the blue menu bar at the top of the ECF screen. The Civil Event menu will open displaying all of the events from which you may choose for your filing.
2. **Selecting the event:** To file a Motion in ECF click on **Motions**, under the Motions and Related Filings category.



The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file. For demonstration purposes, we'll highlight Compel. Then click on [Next].



3. ***Enter the case number in which the document is to be filed:*** A new screen opens with a Case Number field. *(The system will accept case numbers in a wide variety of formats and lists them for you. Please pick one of the formats listed.)* Enter the number of the case for which you are filing a

motion and click on **[Next]**. If the number is entered incorrectly, click **[Clear]** and re-enter. If the computer tells that you entered an invalid case number, click **[Back]** and enter a “valid value”. When the case number is correct and you’re sure it’s correct, click **[Next]** .

Motions

Case Number

03-10000 99-12345, 1:99-cv-12345, 1:99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

After clicking **[Next]** the following screen appears to allow the user to confirm the case name.

Motions

[1:05-cv-00288-ML-DLM United Textile Machinery Corp. v. Atkins Machinery, LLC et al](#)

Next Clear

4. ***Designate the party(s) filing the document:*** Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the **ctrl** key while pointing and clicking on each party of the group. After highlighting the parties to the motion, click on the **[Next]** button. If ECF accepts the party or parties you selected, it refreshes the screen to display the screen depicted in item number five.

ECF

Civil • Criminal • Query • Reports

Motions

1:03-cv-10000-MHT-VPM Black v. Glover et al

Select the filer.

Select the Party:

Black, Wayne [Plaintiff]
Blow, Joe [Defendant]
Bowers, Mr. [Defendant]
Casey's Tavern, [Claimant]
Glover, Lamar [Defendant]
Jones, Jerry [Special Master]
Tavern on the Green, [Claimant]

[Add/Create New Party](#)

Next

Clear

Note: If your party does not appear, see the section of this manual Entitled Add/Create New Party.

5. *Specify the PDF file name and location for the document to be filed:*

ECF

Civil • Criminal • Query •

Motions

[1:03-cv-10000-MHT-VPM Black v. Glover et al](#)

Select the pdf document (for example: CM199cv501-21.pdf).

Filename

Browse...

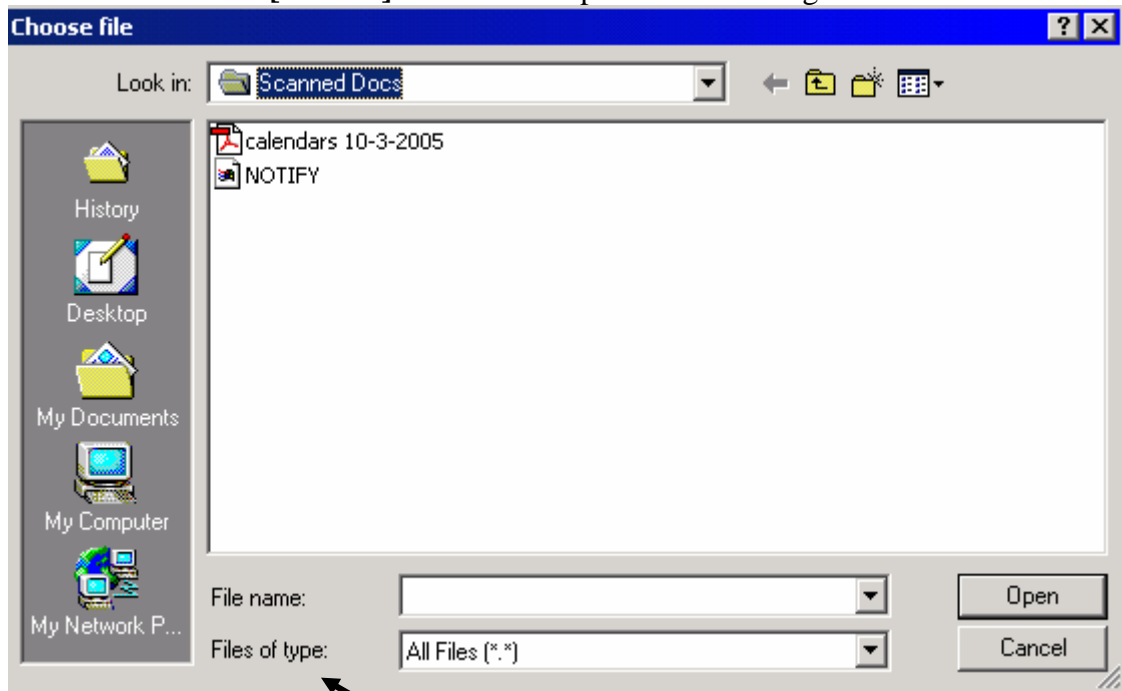
Attachments to Document: ☒ No ☐ Yes

Next

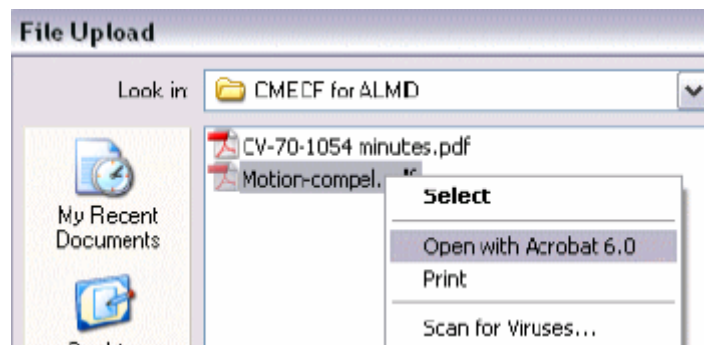
Clear

You will find a field for locating and entering the PDF file of the document you are filing in ECF.

- Click on the **[Browse]** button. ECF opens the following screen.



- If necessary, change the Files of type to “All Files (*.*)”
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.



*Note: To make sure you are uploading the correct document, right click on the highlighted file name to open a quick menu and left click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. Better view it to be safe.*

- Once you know you have the correct document, close Adobe Acrobat and click on the **[Open]** button. ECF will close the File Upload screen and insert the PDF file name and location in the Motions screen.
- If the document you selected is not in PDF format, ECF will display the following error message after you click the **[Next]** button. **ERROR: Document is not a well-formed PDF document (no further information is available)** ECF will not permit you to select a file for your document that is not in PDF format. Click the **[Back]** button and ECF will return to the Motions screen. Select and highlight the PDF file of your document and proceed as before.
- If there are no attachments to the motion, click on **[Next]**. A new window will open. Go to Step 7, entitled “Modifying Docket Text” to finish your filing.
- If you have Attachments to your motion, select **[Yes]** on the screen depicted on the previous page. Click on **[Next]** and proceed to Step 6 entitled “Add Attachments to Documents Being Filed”.
- If you don’t select a document to file with your document, ECF will display the error message depicted below.



- Simply click **[OK]** and ECF will return you to the Motions screen so you can select a document. ***You cannot proceed without attaching a PDF document.***
6. ***Add attachments to documents being filed:*** If you acknowledged a need to attach documents to your motion during the previous step, a new screen appears.

Motions

[1:05-cv-00400-T-DLM St. Paul Travelers Insurance Company v. Twin City Fire Insurance Company et al](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

N:\Scanned Docs\CRO5-112S transfer pro

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<input data-bbox="467 611 488 638" type="button" value="v"/>	<input data-bbox="500 611 829 638" type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

<input data-bbox="240 743 282 877" type="text"/>	<input data-bbox="289 751 492 789" type="button" value="Add to List"/>
	<input data-bbox="289 825 532 863" type="button" value="Remove from List"/>
<input data-bbox="240 884 310 915" type="button" value="Next"/>	

- Click on **[Browse]** to search for the document attachment.
- Next to the field for attachment **Category**, click on the arrow. A drop down screen will open. Select the type of attachment by clicking on it.

Category

Affidavit
Appendix
Civil Cover
Erratta
Exhibit
Supplement

- Describe the attachment fully by clicking in the Description box and typing a clear and concise description of the attachment.
- Click on **[Add to List]**. ECF adds the selected document as an attachment to the document. Another Motions screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After you add all of the PDF document attachments, click on **[Next]**.

Attachments and exhibits that exceed the page limit with permission granted and are greater than 2.5MB in size, can be submitted in paper format. Lengthy documents handled by the Clerk's Office in paper form need to be held together by removable spring binder clips. If the document is filed conventionally, it will be your responsibility to serve conventional copies on all other parties to the case.

Supporting Memoranda: The next screen will prompt you to enter text “*With Supporting Memo*” Enter text in the open text area, if applicable, and click [Next].

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions

[1:05-cr-00034-ML USA v. Stone](#)

Enter text WITH SUPPORTING MEMO if appropriate:

7. Modify docket text: Click on the button shown here to open a modifier drop-down list. Select a modifier (First, Second, Third, etc.), if appropriate. Click on the open text area to type additional text for the description of the document. Please make sure your description is clear.

Motions

[1:05-cv-00399-S-DLM Dugan v. National Railroad Passenger Corporation](#)

Docket Text: Modify as Appropriate.

MOTION to Adjudge in Contempt by

Joseph F. Dugan. Responses due by 10/14/2005 (Farrell, Paula)

Submit the document:

- Click on the **[Next]** button. A new window appears with the complete text for the docket report.

Motions
[1:03-cv-10000-MHT-VPM Black v. Glover et al](#)

Docket Text: Final Text
First MOTION to Compel Disclosure of processes by Wayne Black. (burkhard_att,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Note: The screen depicted above contains the following warning:

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- Clicking on any hyperlink on the Blue ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected; OR
- Clicking on the Web Browser **[Back]** button until you return to the desired screen.

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the Netscape toolbar to find the screen you wish to alter. Click on **[Next]** to file and docket the document.

8. Notice of Electronic Filing: ECF opens a new window displaying an ECF filing receipt (NEF) (see next page).

- The receipt provides confirmation that ECF has registered your transaction and the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the browser Toolbar to print the document receipt; *AND*

- Select **[File]** on the Netscape menu bar, and choose Save Frame As...from the drop-down window to save the receipt to a file on the hard drive of your computer.

Note: Save a copy of the Notice of Electronic Filing to a file on your computer's hard drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the Notice of Electronic Filing (NEF) to the attorneys and parties to the case who have registered for electronic noticing.

Note: The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing. So who notifies them? You do. It is the filer's responsibility to serve hard copies of the document to attorneys and parties who are not set up for electronic notification.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Mailing Information for a Case 1:04-cv-00123-S

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- Paula Farrell
paula_farrell_pletcher@rid.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

John Fox
123 Main Street
Providence, RI 02903

Robert Hewlett
3 Main Street
Providence, RI 02903

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing (NEF)** to counsel of record that have registered for electronic noticing via e-mail. These individuals are entitled to a “free peek” for each e-mail address – that is one look, at the filed document, free of charge, by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. *The filer* is permitted one free look at the document and the Docket Sheet to verify that the document was properly docketed. We strongly urge you to copy the Notice of Electronic Filing and documents to your hard-drive for future access. The next time you want to look at that case docket sheet and document in CM/ECF, you will need your PACER account – login and password -- as it will be subject to regular PACER fees.

Criminal Events Menu

Filing Documents for Criminal Cases

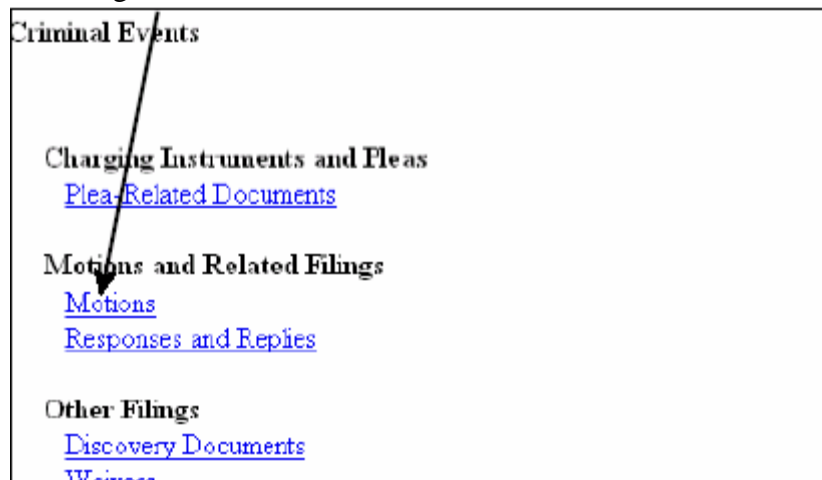
There are ten basic steps involved in filing a criminal document:

After successfully logging into ECF, follow these steps to file a document.



Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a criminal motion in ECF. The process is similar for filing other documents in ECF.

1. ***Select the type of event to file:*** Click on Motions, under Motions and Related Filings.



2. ***Enter the case number in which the document is to be filed:*** A new screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**. If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click **[Back]** to re-enter. When the case number is correct, click **[Next]**

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a yellow banner with a question mark icon. The main section is titled "Motions" in blue. Underneath, there is a "Case Number" label above a text input field containing "04-123". To the right of the input field is a yellow tooltip box containing the text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

3. ***Designate the party(s) filing the document:*** Highlight the name of the party or parties filing the motion. Click **[Next]**

The screenshot shows the ECF "Motions" screen. At the top is a blue banner with the word "Motions" in white. Below this is a blue link: "1:05-cr-00088-T-LDA USA v. Alvarado". Underneath is the text "Select the filer." followed by "Select the Party:". Below this is a text area containing two lines of text: "USA [Plaintiff]" and "Alvarado, Jose Alberto (1) [Defendant]". At the bottom of the text area are two buttons: "Next" and "Clear".

4. **Select the type of document to file:** The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file. For demonstration purposes, let's highlight Appear. Click on **[Next]**.

Motions

[1:05-cr-00088-T-LDA USA v. Alvarado](#)

Appeal In Forma Pauperis
Appear
Appear Pro Hac Vice
Appoint Counsel
Appoint Expert
Bifurcate
Bill of Particulars
Bond

Next Clear

5. **Specify the PDF file name and location for the document to be filed:** ECF displays a new screen with a field for locating and entering the PDF file of the document you are filing in ECF.

Motions

[1:05-cr-00088-T-LDA USA v. Alvarado](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

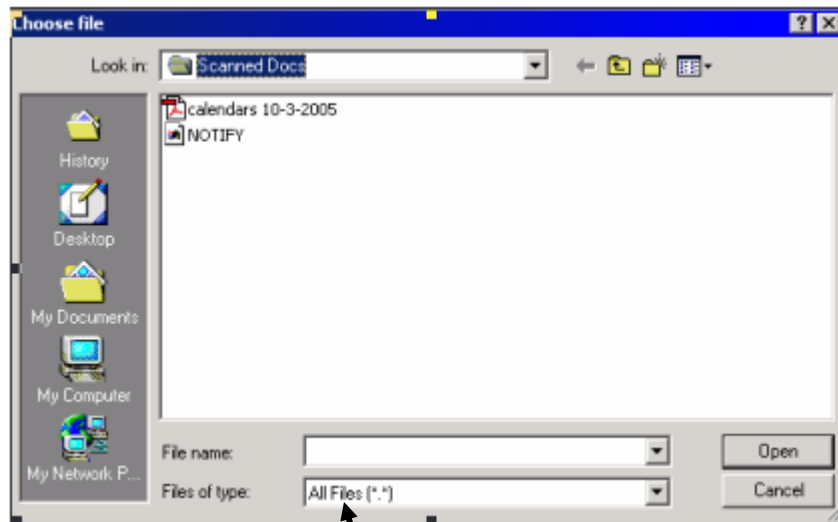
Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

Note: You must upload an electronic copy of the actual document when prompted by the system. All documents filed in ECF MUST be in PDF format.

- Click on the **[Browse]** button. ECF opens the following screen.

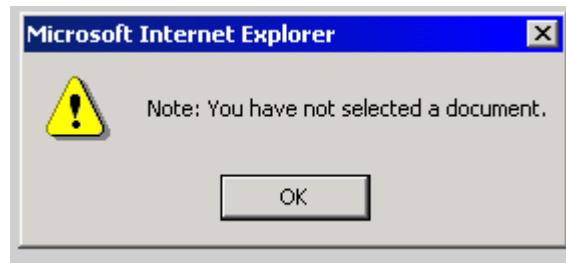


If necessary, change the Files of type to “All Files (*.*)”

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.
- Once you know you have the correct document, close Adobe Acrobat and click on the **[Open]** button. ECF will close the File Upload screen and insert the PDF file name and location in the Motions screen.
- If the document you selected is not in PDF format, ECF will display the following error message after you click the **[Next]** button. **ERROR: Document is not a well-formed PDF document (no further information is available)** ECF will not permit you to select a file for your document that is not in PDF format. Click the **[Back]** button and ECF will return to the Motions screen. Select and highlight the PDF file of your document and proceed as before.
- If there are no attachments to the motion, click on **[Next]**. A new window will open. Go to the section entitled “Modifying Docket Text” to finish your filing.
- If you have Attachments to your motion, select **[Yes]** on the screen depicted on the previous page. Click on **[Next]** and proceed to Step 6 entitled “Add Attachments to Documents Being Filed”.

Note: To make sure you are uploading the correct document, right click on the highlighted file name to open a quick menu and left click on [open]. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. Better view it to be safe.

- If you do not select a document to file with your docket entry, ECF will display the error message depicted below. Click **[OK]** and the system will return you to the previous screen so you can select a document. You cannot proceed without attaching a PDF document.



6. ***Add attachments to documents being filed:*** If you need to attach documents to your motion and clicked on “Yes” during the previous step, a new screen appears.

Motions

[1:05-cr-00088-T-LDA USA v. Alvarado](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on **[Browse]** to search for the document file name of the attachment.

- Next to the field for attachment **Category**, click on the arrow and ECF opens a dropdown screen. Highlight the type of attachment from the displayed selection.



- Describe the attachment fully by clicking in the Description box and typing a clear and concise description of the attachment.
- Click [**Add to List**]. ECF adds the selected document as an attachment to the document. A new Motions screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click [**Next**].

Attachments and exhibits that exceed the page limit with permission granted and are greater than 2.5MB in size, can be submitted in paper format. Lengthy documents handled by the Clerk's Office in paper form need to be held together by removable spring binder clips. If the document is filed conventionally, it will be your responsibility to serve conventional copies on all other parties to the case.

7. **Supporting Memoranda:** The next screen will prompt you to enter text "With Supporting Memo" Enter text in the open text area, if applicable, and click [**Next**].

Motions

[1:05-cr-00088-T-LDA USA v. Alvarado](#)

Enter text WITH SUPPORTING MEMO if appropriate:

8. **Modify docket text:** Click on the button shown here to open the modifier drop-down list. Select a modifier if appropriate. Click in the open text area and type additional text for the description of the document.

Motions

[1:05-cr-00088-T-LDA USA v. Alvarado](#)

Docket Text: Modify as Appropriate.

MOTION for Leave to Appear by
Jose Alberto Alvarado. (Attachments: # (1) Exhibit) (Farrell, Paula)

Next

Clear

Submit the document:

- Click [Next]. Another window appears with the complete text for the docket report.

Motions

[1:05-cr-00088-T-LDA USA v. Alvarado](#)

Docket Text: Final Text

MOTION for Leave to Appear by Jose Alberto Alvarado. (Attachments:
(1) Exhibit)(Farrell, Paula)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next

Clear

Note: The screen depicted above contains the following warning:

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- Clicking on any hyperlink on the Blue ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected; OR
- Clicking on the Web Browser **[Back]** button until you return to the desired screen.

- Click **[Next]** to file and docket the document.
9. ***Notice of Electronic Filing (NEF):*** The system opens a new window displaying the ECF filing receipt (see next page). The receipt provides confirmation that ECF has registered your transaction and the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. Note this number on the document's PDF file.

Minute Entries

[1:05-cr-00088-T-LDA USA v. Alvarado](#)

U.S. District Court

Test Database, District of Rhode Island

Notice of Electronic Filing

The following transaction was received from Farrell Pletcher, Paula entered on 3/21/2006 at 1:06 PM EST and filed on 3/21/2006

Case Name: USA v. Alvarado

Case Number: [1:05-cr-88](#)

Filer:

Document Number:

Docket Text:

Minute Entry for proceedings held before Judge Ernest C Torres Motion Hearing as to Jose Alberto Alvarado held on 3/21/2006 re [21] MOTION for Leave to Appear filed by Jose Alberto Alvarado, (Tape #123.) (Farrell Pletcher, Paula)

The following document(s) are associated with this transaction:

1:05-cr-88-1 Notice will be electronically mailed to:

1:05-cr-88-1 Notice will be delivered by other means to:

Robert Hewlett
3 Main Street
Providence, RI 02903

- Select [**Print**] on the browser toolbar to print the document receipt; *AND*
- Select [**File**] on the browser menu bar, and choose **Save Frame As...** from the drop-down menu to save the receipt to a file on the hard drive of your computer.

Note: The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing. So who notifies them? You do. *It is the filer's responsibility* to serve hard copies of the document to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing (NEF)** to counsel of record who have registered for electronic noticing via e-mail. These individuals are entitled to a “free peek” for each e-mail address – that is one look, at the filed document, free of charge, by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. *The filer* is permitted one free look at the document and the Docket Sheet to verify that the document was properly docketed. We strongly urge you to copy the Notice of Electronic Filing and the document to your hard-drive for future access. The next time you want to look at that case docket sheet and document in CM/ECF, you will need your PACER account – login and password -- as it will be subject to regular PACER fees.

NOTE: You may file in a criminal case without being the attorney of record. However, you will not receive your one free look at the document after it's filed.

General Information

Add/Create a New Party (Civil Only)

In rare cases, you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on Add/Create New Party.

Motions

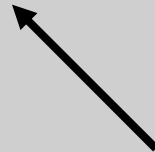
[1:05-cv-00275-ML-LDA Independent Financial Services, Inc. v. PNC Bank, N.A.](#)

Select the filer.

Select the Party:

Independent Financial Services, Inc. [Plaintiff]
PNC Bank, N.A. [Defendant]

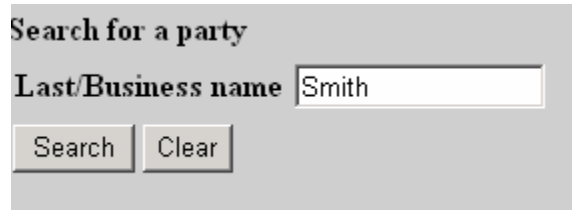
[Add/Create New Party](#)



Next

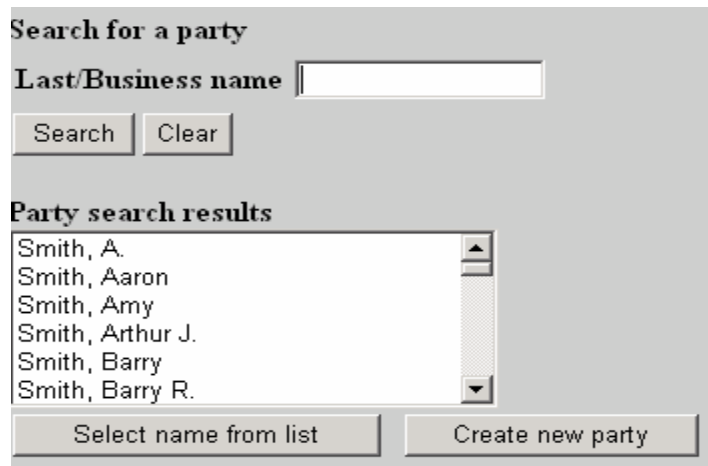
Clear

- You must first perform a search to see if your party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**.



A screenshot of a web form titled "Search for a party". It features a text input field labeled "Last/Business name" containing the text "Smith". Below the input field are two buttons: "Search" and "Clear".

- If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on the name and click **[Select name from list]**



A screenshot of the same web form, now displaying search results. The "Last/Business name" field is empty. Below the "Search" and "Clear" buttons is a section titled "Party search results" containing a list box with the following names: "Smith, A.", "Smith, Aaron", "Smith, Amy", "Smith, Arthur J.", "Smith, Barry", and "Smith, Barry R.". At the bottom of the form are two buttons: "Select name from list" and "Create new party".

- Review the party information and select the party's role in this filing. Click [Submit].

Party Information

A. Smith

Title

Role

Prisoner Id Office

Unit Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date

- If a match is not found, or your party does not appear in the list, click **[Create new party]**. ECF displays the following screen. ECF defaults role to defendant.

Party Information

Last name	<input type="text" value="Ziggy"/>	First name	<input type="text" value="Robert"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>		
Role	<input type="text" value="Defendant (dft:pty)"/>	Pro se	<input type="text" value="no"/>
Prisoner Id	<input type="text"/>	Office	<input type="text"/>
Unit	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Zip	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Party text	<input type="text"/>		
Start date	<input type="text" value="10/5/2005"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>			

- *For a company*, enter the entire company name in the Last Name field. Choose the appropriate Role from the drop down list. Click **[Submit]**.
- *For an individual*, fill out the Last Name, First Name, Middle Name, and Generation fields as appropriate. Choose the appropriate Role from the drop down list. Click **[Submit]**.
- *Party text* is used as a descriptive text about the position of a party, i.e., Chief of Police, Treasurer, In His Individual Capacity and as Chief of Police, etc.

Note: *Leave all other fields blank*

Linking Documents (Refer to existing event) Civil and Criminal

Some documents such as Briefs and Affidavits should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.

Other Documents
[1:05-cv-00275-ML-LDA Independent Financial Services, Inc. v. PNC Bank, N.A.](#)

☒ Should the document you are filing link to another document in this case?

Filed to

Documents to

An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box by “Should the document you are filing link to another document in this case?” and click **[Next]**. (In cases with numerous documents you do have the option of entering filed dates or document numbers if you would like to further narrow your search.) Once you click **[Next]**, you’re presented with a list of documents that match your search criteria. Click the checkbox for the document you wish to link to and click **[Next]**.

Other Documents

[1:05-cv-00275-ML-LDA Independent Financial Services, Inc. v. PNC Bank, N.A.](#)

Select the appropriate event(s) to which your event relates:

- ☐ 06/21/2005 [1](#) NOTICE OF REMOVAL by PNC Bank, N.A., Independent Financial Services, Inc. from RI Superior-Prov., case number CA. 05-2157. (Filing fee \$ 250), filed by PNC Bank, N.A.. (Attachments: # (1) Exhibit Complaint & Summons) (McCabe, Frank)
- ☐ 06/21/2005 [2](#) STATE COURT RECORD filed by PNC Bank, N.A.. (McCabe, Frank)
- ☐ 07/07/2005 [3](#) STIPULATION extending time for defendants to respond to complaint to 7/22/05 (Barletta, Barbara)
- ☐ 07/07/2005 Set/Reset Deadlines: PNC Bank, N.A. answer due 7/22/2005. (Barletta, Barbara)
- ☐ 07/13/2005 [4](#) ANSWER to Complaint by PNC Bank, N.A. (Duhamel, John)
- ☐ 09/16/2005 Set Deadlines/Hearings: Rule 16 Conference set for 10/6/2005 09:30 AM in Chambers 310 before Mary M Lisi. (Barletta, Barbara)

Next

Clear

Query Menu – Civil and Criminal

The Query menu can be used to search the Electronic Case Filing (ECF) system for specific case information. To enter the “Query Mode,” click on Query on the blue menu bar. ECF opens the PACER Login screen. You must enter your PACER login and password before the system will let you query the ECF database. Enter your PACER login and password (NOTE: if you check the box labeled “Make this my default PACER login,” you will no longer be asked for your PACER login. That may not be a good thing – you won’t know how much of a bill you’re running up.) ECF opens a Query data entry screen. If you know the number that the Court has assigned to the case, you may enter it in the Case Number field and click [**Run Query**].

Search Clues

Case Number

95-275

(Examples: 99-500, 1:99cv500)

or search by

Case Status:

☐ Open
☐ Closed
☐ All

Filed Date

to

Last Entry Date

to

Nature of Suit

0 (zero)

110 (Insurance)

120 (Contract: Marine)

or search by

Case Status:

☐ Open
☐ Closed
☐ All

Last Name

(Examples: Desoto, Des*t)

First Name

Middle Name

Type

Run Query

Clear

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time."

You may search the system by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field.

Search Clues

Case Number (Examples: 99-500, 1:99cv500)

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date to

Last Entry Date to

Nature of Suit
0 (zero)
110 (Insurance)
120 (Contract: Marine)

or search by

Case Status: ☐ Open ☒ Closed ☐ All

Last Name (Examples: Desoto, Des*t)

First Name

Middle Name

Type

Click on the Type dropdown arrow to select party or attorney. The system will default to party type.

If more than one person with that name is in the database, ECF returns a screen from which to select the correct name.

Select A Person

There were 2 matching persons.

[COXCOM, Inc.](#) (pty)

[CoxCom, Inc.](#) (pty)

If you click on the name of the party, ECF will open the query screen depicted below. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases.

Select A Case		
This person is a party in 23 cases.		
1:01-cv-00014-T	Cox Communications, et al v. Big Red Boat II, et al	filed 01/11/01
1:02-cv-00336-T	CoxCom, Inc. v. Beaumier	filed 07/29/02
1:02-cv-00337-L	CoxCom, Inc., et al v. Meneses	filed 07/29/02
1:02-cv-00338-ML	CoxCom, Inc., et al v. Violette	filed 07/29/02

After querying the database by case number, name, or nature of suit, ECF opens the Query window for the specific case you selected. At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

1:05-cv-00275-ML-LDA Independent Financial Services, Inc. v. PNC Bank, N.A. Mary M Lisi, presiding Lincoln D. Almond, referral Date filed: 06/21/2005 Date of last filing: 09/16/2005	
Query	
Alias	Party
Assignment History	Motions Report...
Associated Cases	Related Transactions...
Attorney	Speedy Trial
Calendar - Monthly...	Status
Case File Location...	
Case Summary	
Corporate Parents	
Deadlines/Hearings...	
Docket Report ...	
Filers	
History/Documents...	
Judge	

Attorney – Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

1:05-cv-00088-T Washington Intl. v. Dicon Corp., et al
Ernest C. Torres, presiding
Date filed: 02/24/2005 **Date of last filing:** 03/21/2006

Attorneys

John Fox
123 Main Street
Providence, RI 02903
401-123-4567
Assigned: 03/21/2006
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

representing

Washington International Insurance Company
(Plaintiff)

Robert Hewlett
3 Main Street
Providence, RI 02903
US
401-234-5678
Assigned: 03/21/2006
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

representing

Dicon Corporation, Inc.
(Defendant)

Case Summary – Provides a summary of current case -specific information.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the case information is displayed: **1:05-cv-00088-T** Washington Intl. v. Dicon Corp., et al, Ernest C. Torres, presiding. The filing date is 02/24/2005 and the last filing date is 03/21/2006. The main heading is **Case Summary**. Below this, case details are listed in two columns. The left column includes Office: Providence, Jury Demand: None, Nature of Suit: 190, Jurisdiction: Diversity, County: Providence, Origin: 1, Lead Case: None, Related Case: None, Def Custody Status: LDA, and Flag: LDA. The right column includes Filed: 02/24/2005, Demand: \$0, Cause: 28:1332 Diversity-Breach of Contract, Disposition: Terminated, Reopened: None, and Other Court Case: None. At the bottom, the parties and their representatives are listed: Plaintiff Washington International Insurance Company, Defendant Dicon Corporation, Inc., Defendant David Iascone, and Defendant Cindy Iascone. Each defendant is represented by Robert Hewlett, with a phone number of 401-234-5678. John Fox is listed as representing the plaintiff with a phone number of 401-123-4567.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

1:05-cv-00088-T Washington Intl. v. Dicon Corp., et al
Ernest C. Torres, presiding
Date filed: 02/24/2005 Date of last filing: 03/21/2006

Case Summary

Office: Providence Filed: 02/24/2005
Jury Demand: None Demand: \$0
Nature of Suit: 190 Cause: 28:1332 Diversity-Breach of Contract
Jurisdiction: Diversity Disposition: Terminated
County: Providence Reopened: None
Origin: 1
Lead Case: None
Related Case: None Other Court Case: None
Def Custody Status:
Flag: LDA

Plaintiff Washington International Insurance Company represented by John Fox Phone: 401-123-4567
Defendant Dicon Corporation, Inc. represented by Robert Hewlett Phone: 401-234-5678
Defendant David Iascone represented by Robert Hewlett Phone: 401-234-5678
Defendant Cindy Iascone represented by Robert Hewlett Phone: 401-234-5678

Deadlines/Hearings – Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines.

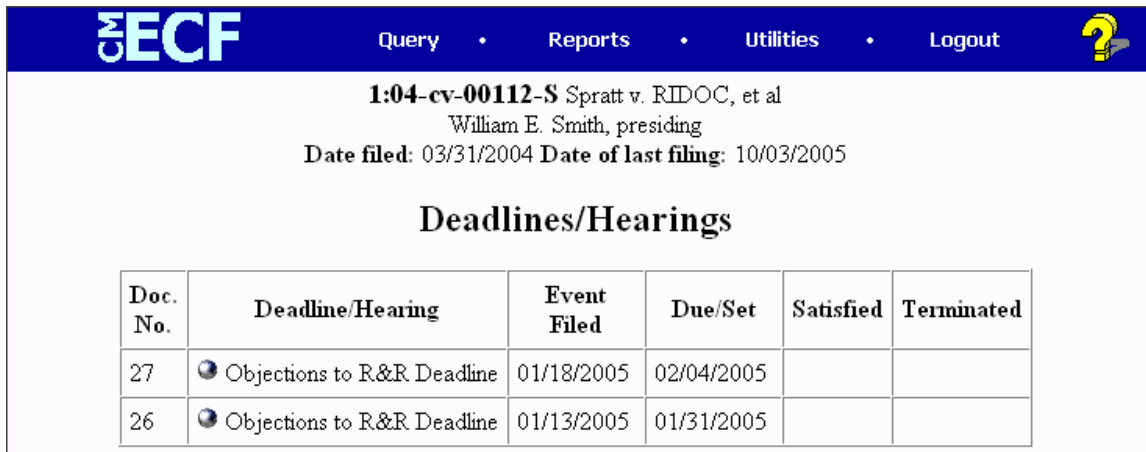
The screenshot shows the 'Deadlines/Hearings' query screen. It has a light blue background. At the top, the title 'Deadlines/Hearings' is displayed in bold blue text. Below the title, there are three dropdown menus for sorting. The first dropdown is labeled 'Sort by' and has 'Due/Set' selected. The second dropdown is labeled 'Deadline/Hearing' and has 'Deadline/Hearing' selected. The third dropdown is empty. Below the dropdowns are two buttons: 'Run Query' and 'Clear'.

Deadlines/Hearings

Sort by Due/Set ▼
Deadline/Hearing ▼
▼

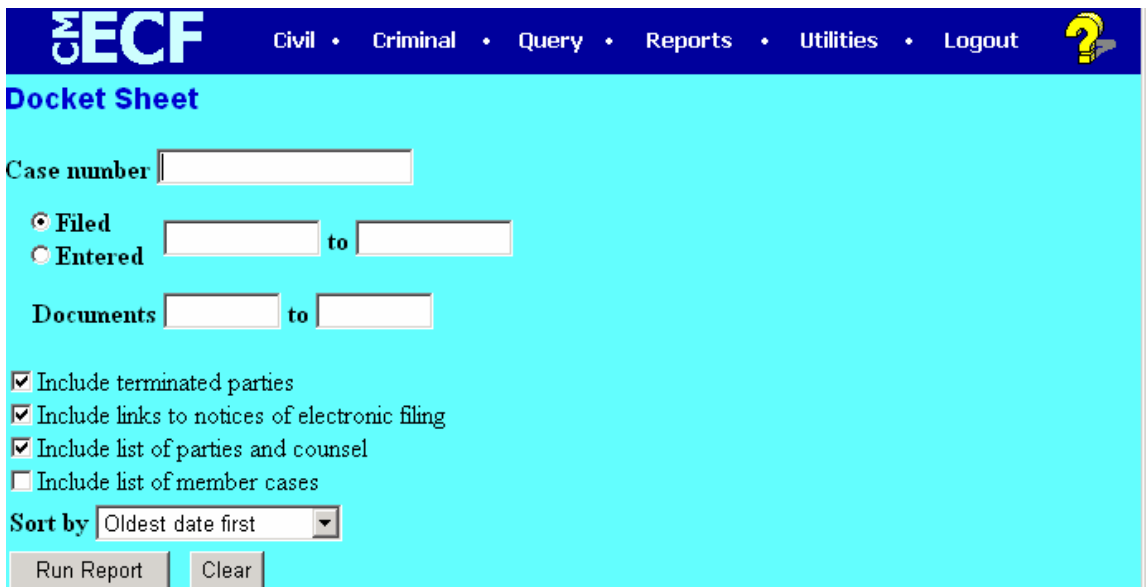
Run Query Clear

After you click **[Run Query]**, the system opens the Deadline/Hearings screen. If you click on a document number, ECF will display the actual document that relates to that deadline or hearing. If you click on the silver ball to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the deadline or hearing that you selected.



Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
27	🌐 Objections to R&R Deadline	01/18/2005	02/04/2005		
26	🌐 Objections to R&R Deadline	01/13/2005	01/31/2005		

Docket Report – When you select Docket Report, ECF opens the Docket Sheet Screen. You may select a date range for your docketing report as well as a range of document numbers. If you leave the range fields blank, ECF will default to printing the entire docketing report. Place a checkmark in the box to Include links to Notice of Electronic Filing if you wish to view them from the docket sheet. Click on the **[Run Report]** button.



Case number:





☒ Filed to
☐ Entered to

Documents to

☒ Include terminated parties
☒ Include links to notices of electronic filing
☒ Include list of parties and counsel
☐ Include list of member cases

Sort by:

The system will run your custom report and display it. Click on a document number to see the actual document. Or click the silver ball to display the **NEF** for the document.

05/31/2005	 18	MOTION and Memorandum for Application for Bail by Reynaldo Martinez. Responses due by 6/14/2005 (Baldinelli, Doreen) (Entered: 06/02/2005)
05/31/2005	 19	SUPPLEMENTAL MEMORANDUM IN SUPPORT of 16 Response in Opposition to Request for Temporary Restraining Order. (Baldinelli, Doreen) (Entered: 06/02/2005)
05/31/2005	 20	Objection re [7] Motion to Dismiss filed by Reynaldo Martinez. (Baldinelli, Doreen) (Entered: 06/02/2005)
05/31/2005	 21	MEMORANDUM IN SUPPORT by Reynaldo Martinez [8] Motion to Appoint Counsel. (Baldinelli, Doreen) (Entered: 06/02/2005)

History/Documents – This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, you may select the sort order for the report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report. After making your selections, click on the **[Run Query]** button. This particular report defaults to listing all of the events and documents associated with the case in chronological order.



ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

History/Documents

☒ All events (history)
☐ Only events with documents
☐ Display docket text

Sort by Oldest date first

Other Queries – The process for selecting and running other queries in the Query feature of ECF is similar to what has been described above.

Reports Menu

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the Blue menu bar, the system opens the Reports menu.

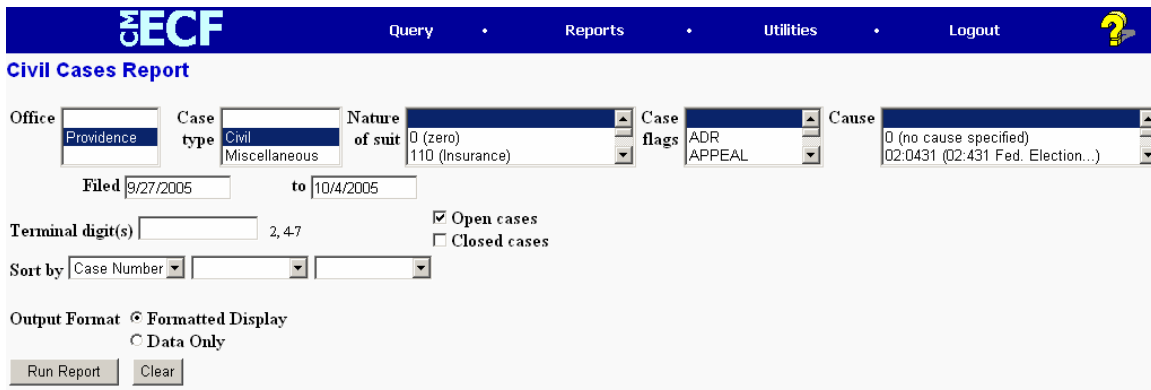
If you select Civil Cases, Criminal Cases or Docket Sheet from this menu, ECF will ask you to login to PACER.



The screenshot shows the ECF Reports menu. The top navigation bar is blue with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. The Reports menu is displayed on a light gray background. It includes links for Docket Sheet, Criminal Reports, Civil Reports, Civil Cases, Judgment Index, Civil and Criminal Reports, Calendar Events, Docket Activity, and Written Opinions.



Docket Sheet - Click on the **Docket Sheet** hyperlink and the system opens the PACER login screen. Enter your PACER login and password. Click **[Login]** and ECF will open the Docket Sheet report query window. This is the same query window that ECF displayed when you selected Docket Report from the Query feature. Enter the case number for your docket sheet in the Case Number field. Select parameters for the remainder of the data entry fields and click on **[Run Report]**. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields or the document number fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report - The Civil Cases report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen.



The screenshot shows the ECF Civil Cases Report query screen. The top navigation bar is blue with the ECF logo and links for Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. The Civil Cases Report query screen is displayed on a light gray background. It includes fields for Office (Providence), Case type (Civil), Nature of suit (0 (zero)), Case flags (ADR, APPEAL), Cause (0 (no cause specified)), Filed (9/27/2005), to (10/4/2005), Terminal digit(s) (2, 4, 7), Sort by (Case Number), Output Format (Formatted Display), and buttons for Run Report and Clear.

Enter the range of dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, you will get a report for all cases opened in ECF. The far-left column of the report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case. (*Follow the instructions in the previous section for a Docket Sheet report.*)

<div>  <div> Query Reports Utilities Logout  </div> </div>			
Civil Cases Report			
U.S. District Court -- District of Rhode Island Filed Report Period: 9/27/2005 - 10/4/2005			
Case Number/ Title	Case Dates	Days Pending	Notes
05-cv-00409-T-DLM MacDonald v. Oliver MacDonald v. Oliver	Case filed: 09/28/2005	6	Cause: 28:1332 Diversity-Contract Default NOS: 190 Contract: Other Office: Providence President: Ernest C Torres Referral: David L. Martin Jury demand: None
05-cv-00410-ML-DLM Vasconcelos v. Barnhart Vasconcelos v. Barnhart	Case filed: 09/30/2005	4	Cause: 42:205 Denial Social Security Benefits NOS: 863 Social Security: DIWC/DIWW Office: Providence President: Mary M Lisi Referral: David L. Martin Jury demand: None
05-cv-00411-T-DLM Porter v. Cicilline Porter v. Cicilline	Case filed: 09/30/2005	4	Cause: 28:1331 Fed. Question: Civil Rights Violation NOS: 442 Civil Rights: Jobs Office: Providence President: Ernest C Torres Referral: David L. Martin Jury demand: None
05-cv-00412-T Tucker v. United States Tucker v. United States	Case filed: 10/03/2005	1	Cause: 28:2255 Motion to Vacate Sentence NOS: 510 Prisoner: Vacate Sentence Office: Providence President: Ernest C Torres Jury demand: None

Utilities

The Utilities menu lets you maintain your ECF account and view all of your ECF transactions.

<div>  <div> Query Reports Utilities Logout  </div> </div>	
Utilities	
Your Account Maintain Your Account View Your Transaction Log Change Client Code Change Your PACER Login Review Billing History Show PACER Account Remove Default PACER Account	Miscellaneous Legal Research ... Mailings... Internet Payment History Verify a Document

Maintain Your Account - This section of the Utilities menu lets you maintain certain aspects of your ECF account with the Court.

Maintain Your Account- Click on the **Maintain Your Account** hyperlink to open the Maintain User Account information screen. This screen displays all of the registration information that is contained within the ECF database for your account with the Court.

ECF Civil • Criminal • Query • Reports • Utilities

Maintain User Account

Last name First name

Middle name Generation

Gender ATY Type

Title Type

Bar number ☒ Add Headers to PDF Documents

Prisoner id

Office

Unit

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

Initials DOB AO code End date

Civil ref style Criminal ref style

Date sworn Status

Email information... More user information...

Submit Clear

This screen displays all of the registration information that is contained within the ECF database for your account with the Court.

Clicking on the **[E-mail information]** button opens the following screen.

The screenshot shows the 'E-mail information' screen for Paula Farrell Pletcher. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. The main content area is white. It starts with the title 'E-mail information for Paula Farrell Pletcher'. Below this is a text field for the 'Primary e-mail address'. A section titled 'Send the notices specified below' contains two checkboxes: 'to my primary e-mail address' (checked) and 'to these additional addresses' (unchecked), followed by a text area for additional addresses. Another section contains two checkboxes: 'Send notices in cases in which I am involved' (checked) and 'Send notices in these additional cases' (unchecked), followed by a text area. Below these are two radio buttons: 'Send a notice for each filing' (unchecked) and 'Send a Daily Summary Report' (checked). The 'Format notices' section has two radio buttons: 'html format for Netscape or ISP e-mail service' (checked) and 'text format for cc:Mail, GroupWise, other e-mail service' (unchecked). At the bottom are two buttons: 'Return to Account screen' and 'Clear'.

The ECF system will e-mail Notices of Electronic Filing to counsel of record based on the information in this screen. When you register for Electronic Case Filing, your e-mail address will automatically be here. You may change it at any time. To enter additional email addresses (remember – one free peek per e-mail address), take the following steps:

- Enter a check mark by clicking on the box to the left of the line, which reads “ to these additional addresses”.
- Enter the e-mail addresses of the folks you wish notified concerning ECF activity. This data entry field can hold approximately ten E-mail addresses.
- Pick the format of the ECF notices from the bottom of the screen.
- If you wish to enter completely new information about your account, use the **[Clear]** button to clear all the fields on this screen.

When you are done updating your account information, click **[Return to Account Screen]** to return to your Maintain User Account screen.

To edit or view login information about your account, select the button labeled **[More User Information]** from the Maintain User Account screen. ECF opens the following screen.

This screen displays your login information and provides the means to change your ECF password. To change your ECF password, place your cursor in the Password field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type.



Passwords are limited to 8 characters – letters and numbers only. When you have finished updating your information in this screen, click **[Return to Account screen]** button to reopen the Maintain User Account screen. When you are satisfied that all of your account information is accurate and up-to-date, click **[Submit]** at the bottom of the Maintain User Account screen to submit your changes to ECF. You have to click through another screen by clicking on **[Submit]** a second time. ECF will notify you onscreen that your updates were accepted and if you changed passwords, you may begin using the new password during your next ECF session.

Viewing Your Transaction Log - From the Utilities menu, click **View your Transaction Log**. The system will open a screen with two fields for entering the Date Selection Criteria for a Transaction Log. This feature will allow you to review all transactions ECF has processed with your login and password. If you suspect someone is using your login without your permission, change your password immediately, then contact the Court's Help Desk as soon as possible to let the Court know that you believe the system, and perhaps your filings, have been compromised. We'll take it from there.

Transaction Log Report- Enter the date range for your report and click **[Submit]**. The system then displays a report of all your transactions in ECF within the date range you specified. See below for a sample transaction log report. Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log

- no unauthorized individuals have entered transactions into ECF using your login name and password.



<div>  <div>Civil • Criminal • Query • Reports • Utilities • Logout</div>  </div>			
Transaction Log			
Report Period: 01/01/1996 - 10/04/2005			
Id	Date	Case Number	Text
21387	10/03/2005 15:49:47	1-05-mj-111-1	MOTION to Appoint Counsel by Florentino Hernandez-Estevan. (Farrell, Paula)
21404	10/04/2005 17:08:25		Updated person record: Paula Farrell Prid: 48575
21404	10/04/2005 17:08:25		Updated user record: pfarrell 48575
Total Number of Transactions: 3			

If you find that unauthorized individuals have entered transactions using your login and password, please notify the Court's Help Desk immediately. If all your transactions are not reflected, first double-check your records. Then call the Help Desk.

Miscellaneous- ECF provides three Miscellaneous functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

<div>  <div>Civil • Criminal • Query • Reports • Utilities • Logout</div>  </div>	
Utilities	
<div> <div>Your Account</div> <div> ECF Login Maintain Your Account View Your Transaction Log </div> </div> <div> <div>Edit Data</div> <div> Maintain Case Data... </div> </div> <div> <div>Miscellaneous</div> <div> Legal Research ... Mailings... Attorney Admissions Verify a Document Internet Payment History </div> </div>	<div> Update Dispositive Logic Table </div> <div> <div>Version 2.5 Case Opening Dispatches</div> <div> Open a Civil Case Civil Case - Open&Assign Civil Case(Sealed) - Open&Assign </div> </div>

Click on the **Mailings** hyperlink to open a new screen for requesting mailing information from ECF. If you click on that link, it opens the screen below.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Utilities

Your Account
[ECF Login](#)
[Maintain Your Account](#)
[View Your Transaction Log](#)

Edit Data
[Maintain Case Data...](#)

Miscellaneous
[Legal Research ...](#)
[Mailings...](#) ←
[Attorney Admissions](#)
[Verify a Document](#)
[Internet Payment History](#)

Version 2.5 Case Opening Dispatches
[Open a Civil Case](#)
[Civil Case - Open&Assign](#)
[Civil Case\(Sealed\) - Open&Assign](#)

[Update Dispositive Logic Table](#)

Mailings

Mailing Info for a Case lets you select a case number and see how each of the parties involved are noticed, whether by e-mail or by conventional means. (You may want to do this before you file so that you will know how many need to be served other than by e-mail.)

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Mailing Information for a Case 1:05-cv-00088-T

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- (No e-mail recipients)

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

John Fox
 123 Main Street
 Providence, RI 02903

Robert Hewlett
 3 Main Street
 Providence, RI 02903

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click the **Logout** hyperlink from the ECF Blue menu bar. ECF will log you out of the system and return you to the ECF login screen. (Note: If you forget this step, ECF will log you out after 10 minutes of inactivity)



Additional Information Regarding ECF

Sealed Documents

Continue to file sealed documents at the District Court Clerk's Office in accordance with the Administrative Procedures for Electronic Case Filing. These Procedures are available at our website: <http://www.rid.uscourts.gov/> OR if you received a printed copy of this manual, look at the last two sections.

Help Desk

If you have questions or need help, call the Help Desk at 401-752-7100 or e-mail Efile_Help@rid.uscourts.gov. We're here to answer your questions.

Special Filing Requirements and Exceptions

See the Administrative Procedures for Electronic Case Filing

Filing Documents If ECF Is Not Accessible (Technical Failures)

Occasionally, Filing Users may be unable to electronically file documents due to technical problems with the Court's ECF system. The clerk shall deem the Court's Electronic Case Filing web site to be subject to a technical failure if the site is unable to accept filings continuously or intermittently for more than one hour occurring after 12:00 noon (Eastern Time) that day. The following methods of filing are acceptable as a result of a technical failure:

1. via electronic mail in a PDF attachment, sent to the e-mail address for technical failures listed in the ECF User Manual;
2. in person, by bringing the document to the Clerk's Office on paper accompanied by a disk or CD-ROM which contains the document in PDF format.

The initial point of contact for any Filing User experiencing technical difficulty filing a document electronically shall be the Court's ECF Help Desk at **752-7100**. A Filing User who suffers prejudice as a result of a technical failure may seek appropriate relief from the Court.